

Smartsheet Certification Exams (New 2023/2024 with questions)

What is the lowest permission level needed to modify the criteria of the report? -
✓✓ANSW✓✓..Admin

When you create a new form for a sheet in Smartsheet, the form is automatically populated with fields based on which sheet element? - ✓✓ANSW✓✓..Columns

Which Form Submission option allows form users to submit multiple entries one after the other? - ✓✓ANSW✓✓..Reload the same form for another entry

What is the lowest permission level you need to edit data from a report? -
✓✓ANSW✓✓..Editor

What will happen to the column headers on the sheet when form fields are removed from the form? - ✓✓ANSW✓✓..The column headers will remain on the sheet

Forms can be used to collect information from individuals inside or outside your organization. Which two use cases could a form support? - ✓✓ANSW✓✓..Survey Responses & Marketing Requests

Which two options enable you to add more columns to your report? - ✓✓ANSW✓✓..1) In the toolbar, click "Columns", then add additional columns 2) Right-click on any column header in the report and select "Add Column"

What is the lowest permission level you need to create a form? - ✓✓ANSW✓✓..Admin

Which form field option allows you to input a default value so that the form can input sheet data without requiring the form submitter to create it or see the field? -
✓✓ANSW✓✓..Hidden

What Forms feature lets you reveal specific fields in a form based on the answers to other questions? - ✓✓ANSW✓✓..Conditional Logic

What is the best approach to providing a collaborator viewer access to only a subset of data that is tracked on a sheet? - ✓✓ANSW✓✓..Publish a report and give them the link

What is the reason to create a current user report? - ✓✓ANSW✓✓..The Current User filter allows collaborators to see only the tasks they are assigned to

Which of the following is a way to provide access to a form? - ✓✓ANSW✓✓..Email the form directly from Smartsheet

Which feature in a sheet allows you to set criteria to only show certain rows while hiding all others? - ✓✓ANSW✓✓..Filters

How can a user modify a report to get different results? - ✓✓ANSW✓✓..Change the filter criteria

A user has opened a report that you shared to them but does not see any data. Which is a reason why that might occur? - ✓✓ANSW✓✓..The user is not shared to any sheets that the report is pulling data from

Which allows you to quickly identify and review the changes that have been made to a sheet? - ✓✓ANSW✓✓..Highlight changes

Which is helpful when you need to share a number of items with the same group of people? - ✓✓ANSW✓✓..Workspace

The "Send..." action, available from the row menu, allows you to provide a view-only version of one or more rows to anyone you specify. Which two options can be customized? - ✓✓ANSW✓✓..Columns included & custom message to recipient

What information is tracked for each attachment? - ✓✓ANSW✓✓..Date attached, File Name, Name of the individual who attached the file

What can be added to a dashboard to help users understand the data on a dashboard? - ✓✓ANSW✓✓..Text labels

Which option would allow someone to view a report if they are not shared to the underlying sheet(s)? - ✓✓ANSW✓✓..Add the report to a dashboard by using the Report Widget

Which file type cannot be uploaded using the image widget? - ✓✓ANSW✓✓..PDF

Which two views of a row report can be displayed on a dashboard using the report widget? - ✓✓ANSW✓✓..Grid, Gantt

What is the default label for the data in a metric widget? - ✓✓ANSW✓✓..Column name

Which dashboard widget type would be best to show a live updating budget number of a project? - ✓✓ANSW✓✓..Metric

How is embedding a form on a dashboard via the web content widget effective? - ✓✓ANSW✓✓..It allows an individual to complete a form submission without leaving the dashboard

Which widget behavior will allow the user to open the underlying sheet or report? - ✓✓ANSW✓✓..Open the data source

What symbol notes the beginning of a formula? - ✓✓ANSW✓✓..=

Which formula is the most scalable way to count the indented rows under "Carl Jackson", knowing that you will be adding additional rows within this hierarchy? - ✓✓ANSW✓✓..=COUNT(CHILDREN())

I am adding a field called "Budget Total" in the Sheet summary of a sheet. What is the syntax to reference the "Budget Total" field in a formula? - ✓✓ANSW✓✓..[Budget Total]#

When adding a cell link to a sheet, which can be the source of the data? - ✓✓ANSW✓✓..Cell(s) in a sheet

When viewing a sheet, you want to have certain rows grab your attention, visually, if the task is at risk or past its due date. You can accomplish this by using which feature? - ✓✓ANSW✓✓..Conditional formatting

Which is used when writing a formula to automate checking a box, raising a flag, or filling in of a star? - ✓✓ANSW✓✓..1

Which column type would be best for assigning tasks to individual team members? - ✓✓ANSW✓✓..Contact List column

What symbols must be placed around a column name in a formula if the name includes a space, special characters, or numbers? - ✓✓ANSW✓✓..[] Square brackets

Which view must include two date columns in order to be displayed? - ✓✓ANSW✓✓..Gantt

What level of hierarchy should the CHILDREN() function should be placed on? - ✓✓ANSW✓✓..Parent row

Which column type would be best for visually representing the status of a row item? -
✓✓ANSW✓✓..Symbols column

Which is one of the three column types that are required to enable Card View? -
✓✓ANSW✓✓..Contact List column

Which function can be used in conjunction with another function such as COUNT() to reference all the cells directly indented under a parent row? -
✓✓ANSW✓✓..CHILDREN()

When hierarchy is applied to a row, where will it be visible? - ✓✓ANSW✓✓..Primary column

Which column type would be best for tracking when a row was added to a sheet? -
✓✓ANSW✓✓..Created (Date) System column

Which feature would you use to change the visual styling of a sheet based on an identified trigger? - ✓✓ANSW✓✓..Conditional formatting

Which formula would you use to add up sales opportunities for the Western region? -
✓✓ANSW✓✓..=SUMIF(Region:Region, "Western", [Opportunity Value]:[Opportunity Value])

Scenario: Juan is currently managing the development of a new product. He has a team of four individuals with whom he assigns various tasks. Juan wants to quickly see tasks assigned to each person and reassign tasks as needed.

Question: Which one of the options below would be the most efficient way for Juan to accomplish this? - ✓✓ANSW✓✓..Juan needs to utilize Card View to view tasks by the "assigned to" contact column. He could then reassign tasks accordingly.

When adding a new collaborator to a sheet or workspace, what should be customized to help the new collaborator understand why they are being added and how they should use the information? - ✓✓ANSW✓✓..Personal message

When viewing cell history, which three actions are displayed? - ✓✓ANSW✓✓..When the change was made, What information was entered in the cell, Who made a change

What is the minimum permission level you need to add or edit the options available in the Column Properties section of a dropdown list column? - ✓✓ANSW✓✓..Admin

Which type of user can create or own a sheet in Smartsheet? - ✓✓ANSW✓✓..Licensed user